



# Gaming Employee Registration

Processing Gaming Employee  
Terminations in GCB Online System

# Gaming Regulation 5.105 (12)

“12. On or before the fifteenth (15th) day of the ensuing month after a calendar quarter, each licensee shall submit a written report to the board containing the name, social security number, position held, and date of termination or separation of all gaming employees terminated or separated from service within the preceding quarter.”

# Online Terminations OR Quarterly Term Reports

- Licensee must submit terminations online as they occur OR submit a quarterly term report to the Board as outlined in Reg 5.105 (12) in order to be in compliance
- Benefits to online reporting: Maintains an up-to-date list of all gaming employees registered to your location; no need to send any paperwork for term reports (monthly hire reports still apply)
- The Board prefers licensees use the online system to submit terminations



# From ERU Home Page, click “Employee Terminations” link

ERU Main - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/Welcome.jsp?form1:contentLayout:displayTree:system1:page3:page3\_link\_submittedLink=

File Edit View Favorites Tools Help

ERU Main

 **Gaming Employee Registration** 

**ERU Homepage**

**Gaming Employee Registration Help Desk: (702) 486-3340**

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Links	Information
<a href="#">Applicant Management</a> <a href="#">Applicant Search</a> <a href="#">Change Password</a> <a href="#">Employee Terminations</a> <a href="#">Forms and Instructions</a> <a href="#">Registration Expiration</a> <a href="#">Terminations Report</a> <a href="#">Web Search</a> <a href="#">Withdrawn Applicants</a> <a href="#">Location Selection</a> <a href="#">Application Menu</a>	<p>Welcome to the NEW Gaming Employee Registration System.</p> <p><b>NOTE: The system will be unavailable every Wednesday and Friday from 12:00 P.M to 1:00 P.M. for system maintenance.</b></p> <p>(Added: 06/15/09)</p> <p>There is a new version of the Child Support Compliance Statement available as of 6/25/08. Please use the "Forms/Instructions" link to download the new version.</p> <p>(Added: 06/26/08)</p> <p>There is a new version of the Change of Employment Location/Additional Gaming Employment form available as of 1/29/08. Please log in with your user name and password and access the "Forms/Instructions" link to download the new version of this form.</p> <p>(Added: 01/30/08)</p> <p>There is a new version of the Licensee Representative Registration form available. Please log in with your user name and password and look under the "Forms/Instructions" link to access this form.</p>

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# Select Location and Search Employees by Name, SSN, or R#

http://192.168.34.10/ger/faces/RegLocsTermination.jsp - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/RegLocsTermination.jsp

File Edit View Favorites Tools Help

http://192.168.34.10/ger/faces/RegLocsTermination....

 **Gaming Employee Registration** 

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**Registered Employee Terminations by Location**

Location: \* 19TH HOLE

Search By: Select an option

Search Val: Select an option  
Last Name Like  
SSN  
Reg Nbr  
All Employees

\* Use buttons below to access report of all gaming employees registered at this location

Clear Report Export

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# Select Employee to Terminate by Clicking on Name Link

http://192.168.34.10/ger/faces/RegLocsTermination.jsp - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/RegLocsTermination.jsp

File Edit View Favorites Tools Help

http://192.168.34.10/ger/faces/RegLocsTermination....

 **Gaming Employee Registration** 

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**Registered Employee Terminations by Location**

Location: \* 19TH HOLE

Search By: Last Name Like

Search Val: c

*\* Use buttons below to access report of all gaming employees registered at this location*

Registration Nbr	Name	Status	Position
R0008560	CHILD, D	Termination Submitted	Slot Change Person
R0022573	CLAWS	Active	Bartender
R0065948	COLLIER	Active	Bartender
R0089049	CASOLA	Termination Submitted	Bar Mgr

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# Enter Termination Date and Click “Submit”

http://192.168.34.10/ger/faces/RegLocsTermination.jsp?form1:contentLayout:tblReg:tableRowGroup1 - Windows Internet Explorer pro

http://192.168.34.10/ger/faces/RegLocsTermination.jsp?form1:contentLayout:tblReg:tableRowGroup1:2:tableColumn8:nan

File Edit View Favorites Tools Help

http://192.168.34.10/ger/faces/RegLocsTermination....

 **Gaming Employee Registration** 

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R0065948 - COLL - Bartender

Terminated On: \*  

mm/dd/yyyy

**Submit** **Back**

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# Confirmation Message Appears

http://192.168.34.10/ger/faces/EmpTermination.jsp - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/EmpTermination.jsp

File Edit View Favorites Tools Help


http://192.168.34.10/ger/faces/EmpTermination.jsp

 **Gaming Employee Registration** 

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**Successfully Terminated.**

R0065948 - COLL - Bartender

Terminated On: \*    
mm/dd/yyyy

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# Employee Now Shows as “Termination Submitted”

http://192.168.34.10/ger/faces/EmpTermination.jsp - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/EmpTermination.jsp

File Edit View Favorites Tools Help

http://192.168.34.10/ger/faces/EmpTermination.jsp

 **Gaming Employee Registration** 

**Registered Employee Terminations by Location**

Location: \* 19TH HOLE

Search By: Select an option

Search Val: Search Clear Report Export

*\* Use buttons below to access report of all gaming employees registered at this location*

Registration Nbr	Name	Status	Position
R0008560	CHIL	Termination Submitted	Slot Change Person
R0022573	CLA	Active	Bartender
R0065948	COLI	Termination Submitted	Bartender
R0089049	CAS	Termination Submitted	Bar Mgr

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# Click on "Terminations Report" for Report of Terminations Submitted

ERU Main - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/RegLocsTermination.jsp?form1:gcbFooter:footerLayout:linkMain\_submittedLink=form1:gcbF

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# Enter Date Range and Click “Submit”

http://192.168.34.10/ger/faces/EmpTermRpt.jsp - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/EmpTermRpt.jsp

File Edit View Favorites Tools Help

http://192.168.34.10/ger/faces/EmpTermRpt.jsp

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**Terminated Employees Report**

Location: \* 19TH HOLE

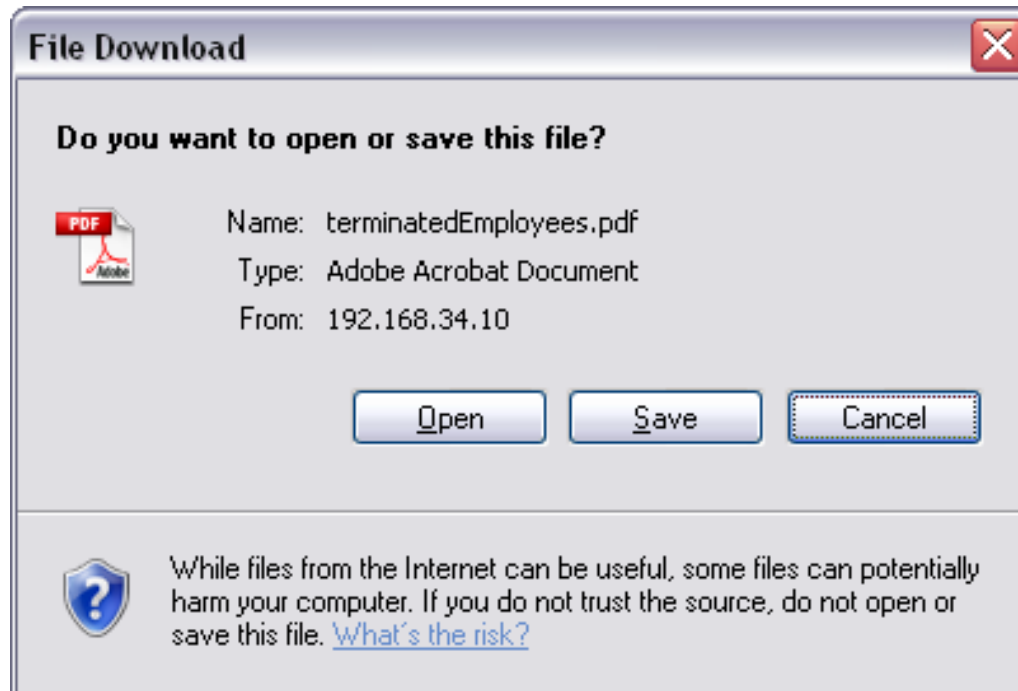
Terminated From: \* 01/01/2010  Terminated To: \* 02/01/2010   
mm/dd/yyyy mm/dd/yyyy

**Submit** **Cancel**

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# Report is in a .pdf Format



# Terminations Report

terminatedEmployees[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

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## Terminations Report

For the period: 01/01/2010 thru 02/01/2010

Location : 19TH HOLE

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RegNbr	Name	Terminated On	Position	Terminated By
R0124467	ANTH	01/26/2010	Bartender	kalyanam, jyothsna
R0089049	CASO	01/12/2010	Bar Mgr	kalyanam, jyothsna
R0016666	REINH	01/12/2010	Slot Change Person	kalyanam, jyothsna
R0092328	SMITH	01/26/2010	Slot Change Person	kalyanam, jyothsna
R0057878	SWEN	01/07/2010	Slot Dept	kalyanam, jyothsna
R0140402	VIGIL,	01/11/2010	Gen Mgr	kalyanam, jyothsna

2/12/10 3:45 PM Page 1 of 1



# For List of All Registered Employees, Click “Employee Terminations”

ERU Main - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/EmpTermRpt.jsp?form1:gcbFooter:footerLayout:linkMain\_submittedLink=form1:gcbFooter:f

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# Click the “Report” Button

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http://192.168.34.10/ger/faces/RegLocsTermination.jsp

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http://192.168.34.10/ger/faces/RegLocsTermination....

Page Tools

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## Gaming Employee Registration



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### Registered Employee Terminations by Location

Location: \* 19TH HOLE

Search By: Select an option

Search Val:

*\* Use buttons below to access report of all gaming employees registered at this location*

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# List Appears as a .pdf Document

registeredEmployees[1].pdf - Adobe Reader

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## Registered Employees

For : 19TH HOLE

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Reg Nbr	Name	Expiration	Position	Status
R0124467	ANT	03/17/2013	Bartender	Termination Submitted
R0044779	BOL	05/04/2010	Bartender/Change Person	Active
R0089049	CAS	12/12/2011	Bar Mgr	Termination Submitted
R0008560	CHII	04/12/2009	Slot Change Person	Termination Submitted
R0022573	CLA	08/21/2014	Bartender	Active
R0065948	COL	01/20/2011	Bartender	Termination Submitted
R0077113	DAL	06/23/2011	Bartender	Active
R0126050	DEL	04/07/2013	Bartender	Active
R0080641	GAF	08/07/2011	Bartender	Active
R0008767	HAF	04/14/2009	Bartender	Active
R0088962	HAT	12/11/2011	Bartender	Active
R0138620	HEM	09/22/2013	Slot Host/Hostess	Active
R0038678	LALI	03/02/2010	Bartender/Change Person	Active
R0035969	MAC	01/24/2010	Bartender	Active
R0110835	MAT	09/20/2012	Bartender	Active
R0045033	OLD	05/06/2010	Bartender	Active
R0062413	PEL	12/22/2010	Slot Clerk	Active
R0023899	PET	10/01/2014	Floor Supervisor	Active
R0023900	PET	10/01/2014	Owner	Active
R0078642	RAY	07/11/2011	Bartender	Active
R0016666	REII	06/29/2009	Slot Change Person	Termination Submitted

2/12/10 3:48 PM Page 1 of 2





# To Create Registered Employees List in Excel, Click the “Export” Button

http://192.168.34.10/ger/faces/RegLocsTermination.jsp - Windows Internet Explorer provided by The Gaming Control Board

http://192.168.34.10/ger/faces/RegLocsTermination.jsp

File Edit View Favorites Tools Help

http://192.168.34.10/ger/faces/RegLocsTermination....

 **Gaming Employee Registration** 

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**Registered Employee Terminations by Location**

Location: \* 19TH HOLE

Search By: Select an option

Search Val: Search Clear

*\* Use buttons below to access report of all gaming employees registered at this location*

Report **Export**

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# Excel Document of all Registered Gaming Employees

Export[1] [Compatibility Mode] - Microsoft Excel

	A	B	D	F	H	J	K
		Reg Nbr	Name	Expiration	Position	Status	
1							
2		R0124467	ANT	03/17/2013	Bartender	Termination Submitted	
3		R0044779	BOU	05/04/2010	Bartender/Change Person	Active	
4		R0089049	CAS	12/12/2011	Bar Mgr	Termination Submitted	
5		R0008560	CHIL	04/12/2009	Slot Change Person	Termination Submitted	
6		R0022573	CLA	08/21/2014	Bartender	Active	
7		R0065948	COL	01/20/2011	Bartender	Termination Submitted	
8		R0077113	DAL	06/23/2011	Bartender	Active	
9		R0126050	DEL	04/07/2013	Bartender	Active	
10		R0080641	GAR	08/07/2011	Bartender	Active	
11		R0008767	HAR	04/14/2009	Bartender	Active	
12		R0088962	HAT	12/11/2011	Bartender	Active	
13		R0138620	HEM	09/22/2013	Slot Host/Hostess	Active	
14		R0038678	LALI	03/02/2010	Bartender/Change Person	Active	
15		R0035969	MAC	01/24/2010	Bartender	Active	
16		R0110835	MAT	09/20/2012	Bartender	Active	
17		R0045033	OLD	05/06/2010	Bartender	Active	
18		R0062413	PEL	12/22/2010	Slot Clerk	Active	
19		R0023899	PET	10/01/2014	Floor Supervisor	Active	
20		R0023900	PET	10/01/2014	Owner	Active	
21		R0078642	RAY	07/11/2011	Bartender	Active	
22		R0016666	REIN	06/29/2009	Slot Change Person	Termination Submitted	
23		R0144170	RON	12/12/2013	Bartender	Active	
24		R0092328	SMIT	02/01/2012	Slot Change Person	Termination Submitted	
25		R0057878	SWE	10/05/2010	Bartender/Change Person	Termination Submitted	
26		R0024345	VAN	09/15/2009	Bartender	Active	

activeEmployeesXlsReport

# Helpful Hints

- Running Term Reports on the system serves as an audit tool to ensure all of your terminations were submitted (suggest doing this quarterly; **no need to send these in to GCB**)
- Running Registered Employees list allows you to “clean up” your list and remove all employees who have left your location from your list (suggest doing this immediately and periodically thereafter; no need to send to GCB)

# Questions?

- Please call the Employee Registration Unit any time at (702) 486-3340 or e-mail [ERU@gcb.nv.gov](mailto:ERU@gcb.nv.gov)